



**MINUTES OF THE REGULAR BUSINESS MEETING OF THE
CIVIL SERVICE COMMISSION
JULY 9, 2015**

CALL TO ORDER

The Regular Meeting of the Civil Service Commission was called to order at 5:32 p.m. in the Large Conference Room, Second Floor, National City Civic Center, on Thursday, July 9, 2015.

ROLL CALL

COMMISSION MEMBERS PRESENT: *Leslie Coyote*, Chairperson
Fred Puhn, Vice-Chairperson
David Garcia, Commissioner
William Sendt, Commissioner

COMMISSION MEMBERS ABSENT: *Raphael Courtney*, Commissioner

STAFF PRESENT: *Stacey Stevenson*, Director of Administrative Services
Lilia Muñoz, Human Resources Analyst

REPRESENTATIVES PRESENT: *Claudia Silva*, City Attorney
Greg Seward, Police Lieutenant

SALUTE TO THE FLAG

Commissioner Garcia led the pledge of allegiance to the flag.

PUBLIC COMMUNICATIONS

None

APPROVAL OF MINUTES

Regular Meeting of March 12, 2015

Action: Motion made by Sendt, seconded by Puhn, and unanimously carried to approve the regular meeting minutes of March 12, 2015.

REPORTS FOR FILE

**Personnel Report
Report of Vacancies**

Action: Motion made by Puhn, seconded by Garcia, and unanimously carried to accept and file the Personnel Report and the Report of Vacancies as presented to the Commission.

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Presentation: Brown Act, City Attorney Claudia Silva

City Attorney Claudia Silva provided a Brown Act Presentation to the Commission.

B. Request to Create New Classifications of:

- 1. Administrative Technician**
- 2. Police Dispatch Supervisor**

Director Stacey Stevenson provided the Commission background of the requests to create the new classifications of Administrative Technician and Police Dispatch Supervisor. Lieutenant Greg Seward was present to answer any questions from the Commission. Discussion ensued and Director Stacey Stevenson and Lieutenant Greg Seward answered questions from the Commission.

Action: Motion made by Sendt, seconded by Garcia, and unanimously carried to create the new classification of Administrative Technician with change in "Definition" section.

Action: Motion made by Sendt, seconded by Puhn, and unanimously carried to create the new classification of Police Dispatch Supervisor.

STAFF COMMENTS

Director Stacey Stevenson informed the Commission that at their next meeting a presentation will be made on legal trends related to labor and employment, and how they may impact them on what they do as a Commission.

COMMISSIONER COMMENTS

None

ADJOURNMENT

Action: Motion made by Courtney, seconded by Puhn, and unanimously carried to adjourn the regular meeting at 6:58 p.m., Thursday, July 9, 2015, to the next regular meeting of the Civil Service Commission on Thursday, September 10, 2015, at 5:30 p.m., in the Large Conference Room, Second Floor of the Civic Center, 1243 National City Blvd., National City, CA 91950.



CHAIRPERSON



DATE APPROVED

Special meetings may be called by the Chairperson upon the recommendation of the Personnel Director to consider matters requiring a timely resolution in accordance with the Ralph M. Brown Act per Government Code Section 54950, et. Seq.